|  |  |  |
| --- | --- | --- |
|  | *Our Ref:* | CWP/LIC/CH |
| *Your Ref:* |  |
| *Please Ask For:* | Licensing Team |
| *Telephone:* | 01253 658606/658609 |
| *Email:* | licensing@fylde.gov.uk |
|  | *Date:* |  As postmark |



Dear Sir/Madam,

### Hackney Carriage/Private Hire Application Forms

Thank you for your enquiry regarding Hackney Carriage/Private Hire Licence(s) application form(s). Enclosed are the forms as requested.

Three forms are issued when first applying for a Hackney Carriage/Private Hire Driver Licence. To avoid delay in processing an application, please read **ALL** notes carefully.

**Licence Application Form**

Please complete this form, indicating which licence is required [Hackney Carriage, Private Hire or combined Hackney Carriage/Private Hire] and return to Fylde Direct, Town Hall, St Annes with a current DVLA Driving Licence, one passport size photograph and the relevant licence fee payable upon application.

**Safeguarding**

All new drivers will be required to have an awareness of Safeguarding and Child Sexual Exploitation issues. A handbook in this respect will be emailed to new applicants upon receipt of the completed licence application form and all applicants will be tested as part of the knowledge test to ensure they have read the handbook.

**Medical Form**.

All applicants are required to undertake a Group 2 medical examination by a general practitioner. This examination must be arranged and paid for by the applicant. Please read the notes attached to the Medical form.

**Knowledge Test**

All applicants will be required to take a Knowledge Test, for which a fee of £19.00 is payable for each test undertaken. Please read the enclosed notes and sample questions carefully.

When the Knowledge Test has been passed, CRB Disclosure and Medical Form received, the licence will then be issued and posted to the applicant, unless otherwise requested.

**Right to Work**

Following the introduction of the Immigration Act 2016 all applicants have to prove that they have the right to work in the UK. The Licensing Team will contact you in this respect following the submission of your application.

**Fees**

A list of fees is enclosed for your information and all fees are payable on application and all forms, relevant documentation and fees should be returned **in person** to the Town Hall, St Annes Road West, St Annes. **Please contact our customer services team on 01253 658658 or register at** [**www.fylde.my**](http://www.fylde.my)**councilservices.com to make an appointment prior to attending the town hall.**

**DBS Application Form. – This form must be submitted manually, do not use any on line providers**

This is an application to the Disclosure and Baring Service for an ‘enhanced disclosure’. Applicants must produce a DVLA driving licence, [**both** parts of new style licence] passport (if held), proof of address and proof of National Insurance number. A fee of £38.00 must be paid for the disclosure. Please complete this form **IN BLACK INK.**

There is a requirement that any applicant who has been resident outside the UK be required to obtain a Certificate of Good Conduct from the Embassy of the applicants country of origin or place of recent residence. The Certificate produced must be in the original language plus a translation into English and include an official stamp.

**Please note that an application will not be accepted without the correct documentation and fees. All documents must be originals, photocopies and Utility Bills/Bank Statements printed from the internet will not be accepted.**

If you have any further questions, please telephone the Licensing Team on **01253 658606 or 658609.**

Yours faithfully,

**Licensing Team**

Encl:

Driver Licence Application Form

Medical Form

Knowledge Test Notes

Licence Fees information

CRB Guidance Notes

CRB Disclosure Application Form

 

**APPLICATION FOR A LICENCE TO DRIVE**

**A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the box and written in BLACK ink. You may wish to keep a copy of completed form for your records.

|  |
| --- |
| TYPE OF LICENCE |
| HACKNEY CARRIAGE |  | PRIVATE HIRE |  | COMBINED DRIVER |  |
| NEW | 1 year licence | 3 year licence | RENEWAL | 1 year licence | 3 year licence |

1. YOUR DETAILS

|  |  |  |
| --- | --- | --- |
| SURNAME | FORENAME | TITLE |
|  |  |  |
| HOME ADDRESS |  |
|  |
|  | POST CODE |  |
| TELEPHONE NUMBER |  |
| MOBILE NUMBER |  |
| EMAIL |  |
| PLACE OF BIRTH |  | DATE OF BIRTH |  |  |  |  |  |  |
| NATIONAL INSURANCE No.  |  |  |  |  |  |  |  |  |  |
| DRIVING LICENCE No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| DO YOU HAVE THE RIGHT TO WORK IN THE UK? | YES / NOI confirm I have the correct immigration status to apply for a licence and understand that the licence will lapse if I am no longer entitled to work in the UK. |
| ARE YOU AWARE OF THE GUIDANCE ABOUT YOUR TAX OBLIGATIONS?  | You **MUST** confirm that you are aware of the guidance before we can issue your driver licence. This information can be found on [Dealing with HMRC: Tax compliance - detailed information - GOV.UK (www.gov.uk)](https://www.gov.uk/topic/dealing-with-hmrc/tax-compliance)Sign your name to confirm -  |

**2. ADDITIONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Have you held a full Group B, UK Driving licence for at least 12 months? | YES | NO |
|  |  |
| Do you have infirmities or suffer from any serious illnesses? | YES | NO |
|  |  |
| If yes, please give details below: |
|  |
| Have you previously held a licence of the type now applied for with this or any other Authority? | YES | NO |
|  |  |
| If yes, please give details below. |
|  |
| Have you ever been refused any licence concerned with Hackney Carriage/Private Hire Drivers licence or had such a licence suspended or revoked by this or any other Authority? | YES | NO |
|  |  |
| If yes, please give details below. |
|  |
| Give the name of the Hackney Carriage Proprietor or Private Hire Company with whom you re to be employed. (For drivers of their own Hackney Carriage state, “Self”.  |
|  |
| Have you ever been barred from working with Children or Adults, or is any action pending which may result in you being barred | YES | NO |
|  |  |
| If yes, please give details below. |
|  |

**3. DECLARATION OF ALL CONVICTIONS, CAUTIONS AND PENDING PROSECUTIONS**

|  |
| --- |
| List below details of all convictions and cautions **including** those for motoring offences (see notes below for details of convictions that do not need to be disclosed). If you have no convictions to declare then write **NONE.**  |
| DATE OF CONVICTION | COURT | OFFENCE(S) | SENTENCE OR ORDER OF COURT |
|  |  |  |  |

|  |
| --- |
| List below any pending court appearances (if none, state NONE)  |
| DATE OF APPEARANCE | COURT | ALLEGED OFFENCE |
|  |  |  |

**I DECLARE THAT**

a) I have declared all convictions, including convictions that are considered to be spent under the

Rehabilitation of Offenders Act 1974

b) I have disclosed all pending court appearances

c) I understand that it is a criminal offence to knowingly or recklessly give any information that I know or believe to be false.

|  |  |  |
| --- | --- | --- |
| Are you registered with the DBS Update Service and have you paid the necessary subscription fee?  | YES | NO |
| If yes, do you give permission to Fylde Council to carry out status checks on your DBS record until the expiry date of your driver's licence?  | YES | NO |
| SIGNATURE |  | DATE | Day | Month | Year |
|  |  |  |
| PRINT NAME |  |

**NOTES**

The Rehabilitation of Offenders Act 1974 does not apply to applicants for either hackney of private hire driving licences. This means that the Council can take into account, spent convictions when deciding whether to issue a licence.

The existence of a criminal record will not necessarily prevent you obtaining a licence as each case is judged on its individual merits.

New applicants must disclose ALL convictions for offences (including traffic offences) in the spaces indicated, including convictions regarded as “spent” by the Rehabilitation of Offenders Act 1974.

Sentences of imprisonment or youth custody exceeding 30months are never spent and must be disclosed. The periods of time which must elapse in other cases before the conviction becomes spent are generally as follows:

|  |  |
| --- | --- |
| SENTENCE  | TIME BEFORE CONVICTION BECOMES SPENT  |
| Imprisonment for a term exceeding 6 months and not exceeding 30 months  | 10 years  |
| Imprisonment for a term not exceeding 6 months  | 7 years  |
| A fine or compensation order  | 5 years  |
| Conditional discharge, bound over, probation  | 1 year or period of discharge whichever is longer  |
| Absolute discharge  | 6 months  |
| Cashiering, discharge with ignominy, dismissal with disgrace from HM Forces  | 10 years  |
| Dismissal from HM Forces  | 7 years  |
| Community Service Order  | 5 years  |
| Disqualification  | Period of disqualification unless a longer period described above applies.  |

The Council will obtain a report from the Disclosure and Barring Service (DBS) to establish the existence and content of any criminal record held in the name of the applicant and whether the applicant is barred from working with either children and/or adults

The Licensing Authority may consider spent convictions stated on the DBS document when determining this application.

**4. CHECKLIST**

Before you submit your application, tick the following boxes to ensure that you have included and read all the necessary documents. Any omissions will result in delay to your application. Please tick

|  |  |
| --- | --- |
| Completed application form |  |
| The appropriate application fee |  |
| Signed to confirm that you have read the guidance relating to Tax Obligations |  |
| A DBS check (see guidance notes at the back of the application form)  |  |
| DVLA Driving Licence (photocard) |  |
| Medical Check (see guidance notes at the back of the application form)  |  |
| One passport sized photograph |  |
| A utility bill with current address dated within the past 3 months |  |
| Proof of National Insurance Number |  |
| If a passport is held, sight of the passport is required to satisfy DBS requirements |  |

**Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,

- Prevent or detect crime, or

- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes,

unless the law requires us to.

Fylde Borough Council is the data controller. You can contact us by email at listening@fylde.gov.uk, by phone on 01253 658658, or at the Town Hall, St Annes Road West, Lytham St Annes FY8 1LW or see our website at http://www4.fylde.gov.uk/licensing-privacy-notice.pdf . Our Data Protection Officer can be contacted at the same address, or at dpo@fylde.gov.uk or on 01253 658506

**5. I DECLARE THAT:**

To the best of my knowledge and belief, that the information given herein is true. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence.

I have read the contents of this application form and understand that the licensing authority may consider spent convictions and other information shown on the DBS check when considering this application.

If a licence is granted I undertake to comply with the conditions attached on the grant of the licence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SIGNATURE |  | DATE | Day | Month | Year |
|  |  |  |
| PRINT NAME |  |

**Disclosure and Barring Service (DBS) – Privacy Policy**

In order for the Council to assess that you are a ‘fit and proper person’ to hold a licence you will have to submit an enhanced DBS check in the following instances:

* First application for a licence
* Every 3 years, unless there are current convictions in which case a Disclosure is required annually

The level of check required is Enhanced with both the child and adult barred lists checked. Once your application has been processed the DBS will post your certificate to your home address. You must then produce your certificate to the Licensing Office within 28 days of the date of issue. If you fail to do this your application cannot be progressed.

Fylde Council wish to draw your attention to the DBS Code Of Practice as to how the DBS will process your personal date which can be viewed at <https://www.gov.uk/government/publications/dbs-privacy-policies> .

**DBS Update Service**

For the Council to assess your ongoing suitability to hold a licence you may wish to subscribe to the Update Service and produce evidence of it. Further information and guidance on how to do this can be viewed at <https://www.gov.uk/dbs-update-service> . The Council is unable to issue any new or renewed licence until your subscription to the Update Service has been verified. Your DBS certificate will then be checked on the frequency referred to above.

**Convictions**

Fylde Council’s Policy relating to convictions may be seen at <https://new.fylde.gov.uk/business/licensing/taxi-licensing/hackney-carriage-and-private-hire-licensing-policy/>

|  |  |
| --- | --- |
| I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application. |  |
| SIGNATURE |  | DATE | Day | Month | Year |
|  |  |  |
| PRINT NAME |  |



**HACKNEY CARRIAGE/PRIVATE HIRE MEDICAL EXAMINATION**

**Notes – please read these notes carefully before your Medical Examination**

1. **1.** Fylde Borough Council accepts no liability to pay any fees in connection with the Medical Examination, and there are no refunds under any circumstances.

You may use your own medical advisor, if you so wish, check with your medical advisor as to the cost.

**2.** This certificate is for the confidential use of Fylde Borough Council as the Licensing Authority for Hackney Carriage and Private Hire Drivers. **The Applicant must complete the ‘Applicant’s Consent and Declaration’ on the attached form**, agreeing for medical information to be received by the Council’s Licensing Officers in order that proper consideration can be given to their ‘fitness’ to drive. **Please be advised this certificate is considered as part of your Application – TO KNOWINGLY OR RECKLESSLY GIVE FALSE INFORMATION OR OTHERWISE TRY TO MISLEAD AND/OR INFLUENCE THE MEDICAL ADVISOR BY NOT DECLARING ANY KNOWN MEDICAL HISTORY OR PREVIOUS/CURRENT INCIDENCE(S) OF ILLNESS OR INJURY IS AN OFFENCE.**

**3. The Medical Advisor is referred to the ‘*At A Glance Guide To The Current Medical Standards Of Fitness To Drive*’, available free from the DVLA, and the Group 2 Standards contained therein**, for guidance on the assessment of an Applicant’s fitness to drive Hackney Carriage or Private Hire Vehicles. **The Medical Advisor is specifically directed to the visual acuity test and the condition/function of the Applicant’s arms, hands, legs and feet, and particularly to the joints of the upper and lower extremities.** The GP who has examined the Applicant and filled out the form attached will return it to the Applicant. The Applicant must then forward the same with his application and other supporting documents.

## Applicants will normally be required to have a Medical Examination at the following intervals:- After initial medical examination, no further medical is required until he/she reaches 45 years of age; Applicants **over 45 years** old until the age of **65 years** old, every 5 years; and Applicants **over 65 years** old, every year

**APPLICANTS CONSENT AND DECLARATION**

**I hereby consent to this Medical Examination and any associated medical information being released to the Licensing Officer at Fylde Borough Council in order that my Application for a Hackney Carriage/Private Hire Driver Licence may be properly considered. I also declare that the information I have given to the Council’s Medical Advisor is correct to the best of my knowledge and belief, and in doing so realise that to give false information or otherwise try to mislead the Medical Advisor by not declaring previous occurrences of illness/injury is an offence.**

Signed ........................................................................Dated ..............................................

**Applicant Details**

Full Name .......................................................................... D.O.B. .....................................

Address ...............................................................................................................................

.............................................................................................................................................

|  |  |
| --- | --- |
| Questions for Medical Advisor  | Replies from Medical Advisor  |
| 1.Is the applicant, to the best of your judgement subject to: * Diabetes,
* Epilepsy,
* Disabling dizziness/vertigo,
* Loss of consciousness, or
* Any nervous/mental neurological disorder that might interfere with the safe and efficient performance of their duties as a Driver?

If YES, *please explain further*  | Yes □ No □Yes □ No □Yes □ No □Yes □ No □Yes □ No □……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 2. Does the applicant suffer from any heart or lung disorder that might interfere with the safe and efficient performance of their duties as a Driver?  | Yes □ No □ |
| 3. Are the blood pressure reading – both systolic and diastolic – normal, having regard to the applicant’s age? *If not, do you consider the abnormal blood pressure might interfere with the safe and efficient performance of their duties as a Driver?*  | Yes □ No □BP Systolic ………… Diastolic ………… Yes □ No □ |
| Is the urine analysis satisfactory? **If No, Please explain** | Yes □ No □……………………………………………………………………………………………………………………………………………………………………………………………… |
| 4. (i) Is the acuity of vision by Snellens type satisfactory?1 (ii) Were the readings taken with applicant’s own glasses/contact lenses?  | Yes □ No □RE ……… LE……… (uncorrected) Yes □ No □RE …….. LE ………(corrected if applicable) |
| (iii) Is the applicant’s field of vision by hand test satisfactory? (iv) Does the applicant suffer from any other defect of vision that might interfere with the safe and efficient performance of their duties as a Driver?  | Yes □ No □Yes □ No □ |
| 5. Is the applicant’s weight normal, having regard to their height and sex? *If NO, do you consider the abnormal weight might interfere with the safe and efficient performance of their duties as a Driver?*  | Yes □ No □Weight ………… Height ………… Yes □ No □ |
| 6. Is there any defect of hearing? *If YES, do you consider that it might interfere with the safe and efficient performance of the duties as a Driver?*  | Yes □ No □Yes □ No □ |
| 7. Has the applicant any deformity or loss of members? **If YES, do you consider that it might interfere with the safe and efficient performance of the duties as a Driver?**  | Yes □ No □Yes □ No □ |
| 8. Is the applicant, in your opinion, sufficiently active for the performance of their duties as a Driver?  | Yes □ No □ |
| 9. Does the applicant show evidence of being addicted to the excessive use of alcohol, tobacco or drugs?  | Yes □ No □ |
| 10. Is the applicant, in your opinion, generally fit as regards: 1. (i) Bodily Health and

(ii) Temperament for the duties of a driver  | Yes □ No □Yes □ No □ |
| 11. Are there any other abnormalities evident that are not included in the above questions, or do you wish to make any additional comments or remarks? *If YES, please continue on a separate sheet of paper*  | Yes □ No □ |
| 12. Do you consider further examination necessary in a period lesser than that stated in Council Policy2*If YES, when would you recommend the next Medical Examination take place? (please give a date)*  | Yes □ No □ |

GP’s Signature ........................................................................ Date ..................................

Surgery Official Stamp ........................................................................................................

.............................................................................................................................................

### To be Completed by Medical Advisor

I certify that I have this day examined (Applicant’s name).......................................... that the answers to the questions above are correct to the best of my knowledge and belief, and as such I consider the Applicant to be **FIT/ UNFIT**\* to hold a vocational driving licence and as such to act as a Driver of Hackney Carriages or Private Hire Vehicles in the Fylde Borough Council District.

\* - Please delete as appropriate

1 Applicants to be able to reach a **minimum uncorrected visual acuity of at least 3/60 in each eye** separately and if wearing glasses or contact lenses, **a corrected vision of at least 6/9 6/12** 2 Applicants will normally be required to have a Medical Examination at the following intervals:- After initial medical examination, no further medical is required until he/she reaches 45 years of age; Applicants **over 45 years** old until the age of **65 years** old, every 5 years; and Applicants **over 65 years** old, every year



HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

KNOWLEDGE TEST INFORMATION

From the 1st April 2008 anyone applying for a Hackney Carriage/Private Hire Drivers Licence will be required to undertake a Taxi Drivers Knowledge Test.

The test will consist of the following sections:-

10 Highway Code Questions

10 Law Questions

10 Knowledge of the Borough Questions

**In order to pass the test a minimum pass mark of 70% for each section is required.**

The following is an example of a “Highway Code” question:-

162 – What does this sign mean?

***Mark one answer***

1. No parking
2. No road markings
3. No through road
4. No entry

All the Highway Code questions are from the Driving Standards Agency (DSA) Theory Test for Drivers. These questions are available from all good booksellers.

The following is an example of a “Knowledge of the Borough” question:-

Where is Fylde Rugby Football Club?

This part of the test includes questions on the following:-

* Routes between locations in the Borough including railway stations and the airport
* Locations of public houses, clubs and restaurants
* Location of hotels and other tourist accommodation
* Locations of schools, churches and medical centres
* Locations of tourist attractions, shops and other public buildings
* Locations of roads within the Borough and locations of business/retail parks

Please note the above list is an indication of the questions that may be asked and the questions are constantly updated to reflect changes within the Borough.

Further information can be located in the Blackpool A to Z, telephone directories i.e. Yellow Pages, information on Licensed Premises is available on the “View Licensing Registrations” page of the Council’s website [www.fylde.gov.uk](http://www.fylde.gov.uk).

**You will also need to know the answers to the following law questions:-**

1 - May the driver of a Hackney Carriage “tout” for passengers?

1. Yes
2. No
3. Only if it seems OK
4. Only on Saturdays
5. Yes, at bus stops
6. Only at train stations

2 - Where should the badge issued by the Council be seen?

1. Hanging from the rear view mirror
2. On the vehicle dashboard
3. Plainly visible on the driver
4. The Council does not issue a badge

3 - What is the maximum number of passengers a particular hackney carriage/private hire vehicle may carry?

1. No more than 8
2. As many as the insurance allows
3. 6
4. However many the driver allows
5. Depends on the luggage
6. The maximum stated on the plate

4 - If a hackney carriage/private hire vehicle sustains damage in an accident, how long does the proprietor/driver have in which to inform the Council?

1. No more than 7 days
2. As soon as possible
3. 36 hours
4. Does not, if on a weekend
5. 72 hours
6. Does not have to notify the Council

5 - May the driver of a Fylde hackney carriage take a “Flag Down” in Blackpool?

1. Yes, especially on Saturday nights
2. Only if no one is looking]
3. No
4. If you also hold a badge for Blackpool it must be OK

6 - May the driver of a Private Hire vehicle park on a hackney carriage rank?

1. Yes
2. At clubs only
3. Only if there is room
4. At busy times, Yes
5. No
6. Yes, if there also hold a hackney badge

7 - May the driver of a Fylde hackney carriage refuse a public hiring?

1. Yes, especially on Saturday nights
2. Only if no one is looking
3. No
4. Yes, if the hirer has an infectious disease or considered dangerous

8 - What is the maximum number of vehicle tests the Council can set for a hackney carriage or private hire vehicle in one year?

1. 1
2. 2
3. 3
4. As many as it wants to

9 - When is it OK to smoke in a hackney carriage or private hire vehicle?

1. All the time
2. When the vehicle is not hired
3. When the vehicle is off duty
4. When you are parked waiting for a job
5. Never
6. When nobody is looking

10 - When can a private hire driver accept a “flag down”

1. All the time
2. At weekends
3. Never
4. When they are out of the borough

Information on the above can be obtained from the following legislation:-

Fylde Borough Council Hackney By Laws

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

Health Act 2006

Further information on the above legislation is available on the internet



**LICENSING FEES APRIL 2019**

**LICENCE**  **FEE**

Private Hire Driver New Application £94.00 - 1 year licence, £235 – 3 year licence

Hackney Carriage Driver New Application £94.00 - 1 year licence, £235 – 3 year licence

Combined HC/PH Driver New Application £130.50 - 1 year licence, £235 – 3 year licence

Private Hire Driver Renewal £78.00

Hackney Carriage Driver Renewal £78.00

Combined HC/PH renewal £84.50

Knowledge Test £19.00 each test

HC/PH Replacement Badge £10.50

Private Hire Vehicle £190.00

Hackney Carriage Vehicle £190.00

Private Hire Operator 1-5 vehicles £312.00 – all 5 year licences

Private Hire Operator 6-10 vehicles £333.00

Private Hire Operator over 11 vehicles £358.00

Enhanced CRB Disclosure £38.00

Fees for plates and signage available on request from the Licensing Team office

Driver Licence applications, CRB Disclosure Applications and Knowledge Test fees are payable upon application.

NOTE: fees are reviewed on an annual basis

****

**Guidance for Completing DBS forms**

**The Disclosure & Barring Service (DBS) are now only issuing a copy of the disclosure to the named applicant, and you therefore need to allow Fylde Borough Council Licensing Team sight of the disclosure once received. Please bring the disclosure to the Town Hall for the attention of the Licensing Team once received.**

**Failure to provide sight of the returned disclosure will result in your application being brought to the attention of the Council’s Public Protection Committee, or in the case of a new application will result in a delay in your licence being issued.**

The Guidance below should assist applicants when completing the DBS application form.

The form should always be completed in **BLACK** ink. Forms submitted in any other colour will be rejected and a new form should be completed. Capital letters should always be used and spaces left between words.

Please note that the return of any disclosure application for omitted information will result in a delay in your licence application being processed.

|  |  |
| --- | --- |
| 1 | Title – cross the applicable box – for Dr or Rev, please state in the “other” field. |
| 2 | Surname – complete in full |
| 3 | Forename – include all given forenames as driving licence numbers include initials of a persons first 2 forenames. If a name is omitted, this will be identified and the application returned. |
| 4 | Previous other names. If you have been known by a previous name please state. If you chose to be known as “Ms”, please state previous name, even if it is the same name as given in point 2. **Documentary evidence of the previous name must be provided** If you have always been known by the surname given at point 2, please ignore questions 5-13. |
| 5-13 | Please state previous surnames/forenames and the periods those names were used for. Ensure there are no gaps in the history. **Documentary evidence of the previous name must be provided** |
| 14 | State date of birth |
| 15 | Indicate gender |
| 16 | Please state town of birth – we do not need to know the actual street name or location such as the hospital name, just the name of the town e.g. Lytham St Annes |
| 17 | State country of birth  |
| 18 | Although not necessary, you may wish to include an email address for the CRB to contact you with any queries they have over your application and to avoid any unnecessary delays. |
| 19 | As 18  |
| 20 | Please state your National Insurance number |
| 21 | As part of the new requirements, we are now required to see evidence of your National Insurance number. Please bring such evidence with you – P60, P45 etc - failure to do so will result in the application not being submitted and a delay in the process. |
| 22 | As you are applying for a position as a licensed driver, you must therefore hold a valid driving licence – indicate “YES” |
| 23 | State driving licence number – again, we will require sight of both the card and counterpart of the licence and failure to produce this will require in the application being delayed. |
| 24 | Please indicate as appropriate |
| 25 | As with the National Insurance and driving licence requirements, we are now required to see your passport and this should be provided. Do not be tempted to state No, even if you hold a passport as at the end of the form you will be required to sign a declaration that the information given is complete and true and to make a false statement may be a criminal offence. |
| 26 – 27 | Please complete using details from your passport. |
| 30-31 | As above |
| 32 -36 | Please state your current address leaving a space between words. However, when completing your post code, it is preferable that a space is not left. |
| 37 | Indicate the month and year you moved into this address. Proof of address will also be required on an original document, which should be not more than 3 months old. Suitable documents are a utility bill (gas, electric, water, telephone) bank or credit/store card statement within the last 3 months or a Council Tax bill dated within the last 12 months. |
| 38-49 | Please indicate any other addresses you have lived in within the past 5 years. The dates should run consecutively – any gaps will result in a delay in the application being processed. Use a continuation sheet if necessary. |
| 55 | Indicate as appropriate |
| 56 | Sign within the box |
| 57 | State date of signature  |

**DO NOT COMPLETE THE BACK PAGE**

**THIS WILL BE COMPLETED BY Fylde Borough Council**

**we can only accept valid, current and original documentation and cannot accept documents printed from the internet**

In summary, proof of identity will be required as below:

If you are the holder of a passport we shall require the following:

**Proof of address is required**

Driving Licence

National Insurance Number with documentary proof

Passport

Utility Bill dated within 3 months or one of the documents listed below.

If you do not hold a passport, the following documents are required:

**Proof of address is required**

Driving Licence

National Insurance Number with documentary proof

Utility Bill dated within 3 months or one of the documents listed below

**Additional Proof Documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue date and validity** |
| Mortgage statement | UK or EEA | Issued in the last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in 3 months, we cannot accept documentation printed from the internet |
| Bank or building society statements | Countries outside the EEA | Issued in last 3 months – branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, e.g. pension or endowment | UK | Issued in the last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in the last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in the last 12 months |
| Utility bill  | UK- **not mobile telephone bill** | Issued in the last 3 months |
| Benefit statement, e.g. Child Benefit, Pension | UK | Issued in the last 3 months |
| Central or local government, government agency or local council document giving entitlement, e.g. from the Department for Work and Pensions, Employment Service, HMRC | UK and Channel Islands | Issued in the last 3 months |